EDD Employment Development Department

State of California

Job Training Automation Welfare-to-Work Stateside Expenditure Reporting Guide

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Job Training Automation
Welfare-to-Work
Stateside Expenditure Reporting Guide

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Chapter

1

Introduction

Welcome to the Job Training Automation (JTA) Stateside Expenditure Reporting module. This module will allow Welfare-to-Work (WtW) subgrantees to enter expenditure data, review error listings, correct report errors, and review the status of expenditure reports submitted to the State.

To ensure a smooth transition to the new reporting procedures for our customers, we have written this guide to help both beginning and advanced users of the JTA system.

The instructional guide consists of the following chapters:

Chapter 1: Introduction

Chapter 2: A WtW reporting process flowchart structure.

Chapter 3: "The Basics" for new users. If you are an advanced user, skip to Chapter 4.

The following chapters include option screen instructions and report descriptions used for WtW reporting:

Chapter 4: PERS—Print Expenditure Report Status—A listing of active subgrant/contract information, JTA codes, and the current status of expenditure reports.
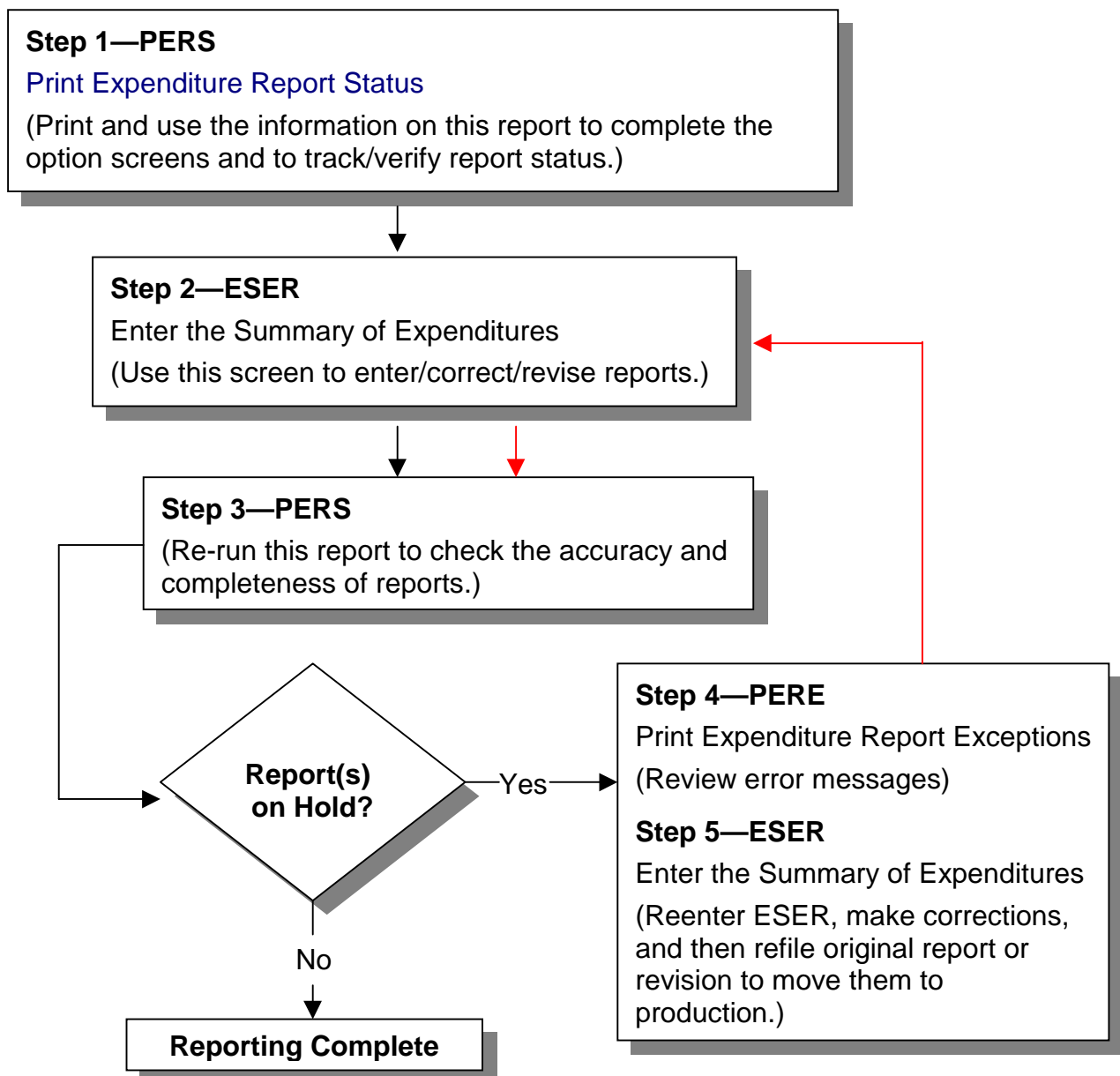
Chapter5: ESER—Enter Summary of Expenditure Report—Entry screens for entering the WtW quarterly expenditure reports.

Chapter 6: PERE—Print Expenditure Report Exceptions—A listing of error messages on expenditure reports.

Chapter 7: PSER—Print Summary of Expenditure Reports—Retrieves either individual or summary expenditure reports that you can view or print as a hard copy report.

JTA Expenditure Reporting

Stateside Reporting Process Flow

Step 1—PERS

Print Expenditure Report Status

(Print and use the information on this report to complete the option screens and to track/verify report status.)

Step 2—ESER

Enter the Summary of Expenditures

(Use this screen to enter/correct/revise reports.)

Step 3—PERS

(Re-run this report to check the accuracy and completeness of reports.)

Report(s) on Hold?

Yes

No

Step 4—PERE

Print Expenditure Report Exceptions

(Review error messages)

Step 5—ESER

Enter the Summary of Expenditures

(Reenter ESER, make corrections, and then refile original report or revision to move them to production.)

Reporting Complete

Expenditure Menu Selections

Menu items are selected by scrolling to and highlighting your choice and pressing **[Enter/Return]**, or typing the mnemonic menu name (e.g., PERS) at the bottom of the screen and pressing **[Enter/Return]**.

1. **Select:** | **MCM   CASH MANAGEMENT** |

2. **Select:** | **MER   EXPENDITURE REPORTING** |

3. **Select one of the following options:**

MER   **Expenditure Reporting**

1   PERS Log Print Expenditure Status

   A listing of active subgrant contract information, JTA codes, and the current status of expenditure reports.

2   ESER Enter Summary of Expenditures

   Entry screens for expenditure reporting.

3   PERE Print Expenditures Report Exceptions

   A listing of expenditure report error messages.

4   PSER Print Summary of Expenditures Report

   Print/View screens of completed expenditure reports.

Chapter

3

The Basics

Function Key Chart

<F1> Help	Calls a scrolling window with a choice list with help for the field from which the function was called. For example, with the cursor on the Grant Code field, **Help** will display all the current program fund codes. In some cases, you can select an item by moving through the list with cursor arrows, then pressing **[Enter/Return]** when the desired item is highlighted. In other cases, the scrolling window is just a list. In this case, exit from the list, then type in the desired code or text.
<F2> Clear	Clears all entry screen fields and restores to initial conditions—that is, displays a screen with empty fields. When the message appears: Are you sure you want to clear? (Y/N); **Y** is the default—press **[Enter/Return]** to clear the fields. Type **N** to return to the screen.
<F3> Exit	Exits from the process to the previous menu. May not be done if entry has been made on the screen without filing the entry, or if changes have been entered, but not filed. To exit without saving changes, press **<F2>** to clear first, then **<F3>.**
PC = <F5> File	Writes the record to the database, assuming all edits and other constraints have been met. On option screens, the **<File>** key is the accept key by which you indicate that you have finished with your selection and you tell the program to begin its search.
MAC = [F11> & <5> File	
<F7> Scroll Back	Use **<F7>** to scroll back.

<F8> Scroll Forward	When requesting cash by subgrant number, the subgrantee's many fund sources may require that they be displayed in more than one screen. If there are many pages, a page header (pages 1 of #) will appear in the middle of the screen. The **<F8>** key is used to scroll through the various pages.
<F10>F Key Menu	Displays the window of [F] keys, allowing a user to either arrow through them, type the first letter of the desired function, or press the [F] key. Press the **<F10>** key again and the window will close (toggle off).
<F11> + <1> ***Scroll Backward***	When requesting cash from more than one subgrant, while holding down the **<F11>** key, press the **<1>** key to scroll backward through each subgrant.
<F12>Scroll Forward	When requesting cash from more than one subgrant, use the **<F12>** key to scroll forward to each subgrant.
<F14> ***Conditional Operators***	Conditional operators are used to select more specific data for retrieval. Listing of conditional operators can be found by pressing the **<F1>** key.
Shift <F3> or Ctrl <F3> ***Exit Main***	Exits to the Main Menu, after meeting any filing requirements.

Report Setup/Report Input/Output (I/O) Handler (RIOH)

There are two consecutive RIOH windows that appear after completing option screen entries and pressing the appropriate **<File>** key.

The RIOH function can be accessed in several ways:

- Through the menu process by typing the mnemonic "RIOH" at the bottom of the screen;

- By navigating through the menus; or

- When a report is generated through one of the print screens and you are ready to "dispose" of the report. You can then view, print, copy, delete, export, or select a different printer for your reports.

There are two RIOH windows:

1. RIOH Window 1—Report Setup

   - This window appears when accessing RIOH through one of the print screens. You can name and save a new report for future reference. You can set a report to print a later time and you can designate who will have access to the report.

2. RIOH Window 2—Report I/O Handler

   - This window appears when accessing RIOH through a menu. You can view, print, change print options, copy, or delete an existing report.

The following information provides more details about how to use these options.

RIOH Window 1—Report Setup

Complete the following option fields to generate and save your reports for viewing/printing/cataloging for future reference.

Report Setup					
Report Description _____			**Keep** _____ **Days**		
Print:	**PrintOpts**	**Run Later:**	**Start:**	**Private:**	**Owner:**

Figure 1—Report Setup Window

Report Description Field (Required Field)	The cursor will be blinking on this field. Type in a name for the report. There are no edits regarding the naming of reports. For ease in identification at a later time, use descriptive titles. It would be helpful to have a plan for naming your reports. (For example: First Quarter WT12, Second Quarter WT12.)
Keep (Required Field)	The default setting is 14 days. Change the number of days to save the cataloged report by typing a number in the field. At this point you may press the appropriate **<File>** key and view the RIOH window or further control or restrict printing by modifying the default values in one or more of the next five fields. To do this, press the **[Tab]** key to the next field.

Print (Optional Field)	This option prints a report according to the previously selected options or default. After pressing **[Enter/Return]** to print the report, you will receive the message: **Report has been sent to printer.** You may select another RIOH option, or press the **<F3>** key to return to the menu.
PrintOpts (Optional Field)	The current "Destination" (designated printer) appears in this field. This option allows you to change the designated printer settings for your reports. The default printer setting is portrait. To change to a different print setup, press the **<F1>** key to bring up a choice list. There are four different page setup options for each printer: **"Your printer name" = portrait/wide** **"Your printer name_comp" = portrait/compressed** **"Your printer name_land" = landscape/wide** **"Your printer name_comp_land" = landscape/compressed** Select a new printer setting from this menu. If you do not see the name of your printer on the choice list, notify the JTA Help Desk at (916) 653-0202 for assistance with setting up your printer. After selecting a new destination, you will be prompted: **Do you want this to be your default printer Y/N?** To change the answer to **Y**, use the space bar to toggle the response. If **Y** is entered, reports will automatically go to this printer until changed again. The new designated printer will appear in the Destination field. If **N** is entered, your report will be sent to the printer for this session only. Your default printer will remain the same as before.

Run Later (Optional Field)	This option lets you choose when to run the report. To run the report now, the default answer is **N** (No); press **[Enter/Return]** and the appropriate **<File>** key. The system will generate the report and then display a RIOH window at the top of the screen. To run the report later, use the space bar to toggle the response to **Y** (Yes).
Start (Optional Field)	If you answer **Y** to "run later," the current time is automatically filled in by the system. Accept the default time and press **[Enter/Return],** or type in the time that you wish to run the report. If you have answered **N** to "run later," the cursor skips the Start field and jumps to the Private field.
Private (Optional Field)	A report can be visible to everyone or can be visible only to the "owner." The system default for ownership of a report is "Public." The default answer is **N**. If you wish to limit access to this report, change the answer to **Y** by using the space bar to toggle the response. If you have answered **Y**, the system will automatically fill in the Owner field with your logon ID.
Owner (Optional Field)	Your logon ID is inserted in this field by the system if the answer to Private is **Y**.

After modifying the appropriate fields, press the appropriate **<File>** key and complete the second RIOH window. |

RIOH Window 2—Report Input/Output (I/O) Handler

When you complete the RIOH report setup window, it will automatically generate the RIOH I/O Handlers window. This window allows you to access an existing report for viewing, printing, copying, deleting, changing the destination printer, or exporting the report.

Report I/O Handler				
Report Description	**Report Name**	**Status**	**Catalog Date/Time**	**1998-05-22 08:56:56**
View **Print**	**PrintOpts**	**Copy**	**Delete** **Export**	**Zmodem** **Keep 0 days**

Figure 2—PERS Report I/O Handler Sample

Report Description Field (Required Field)	The cursor will be blinking on this field. If you arrived at this screen through a print report screen, the name of your report will appear in this field. You may select a different report by clearing the field (**<F2>**), and type in a different report name or press the **<F1>** key to bring up a list of previously saved reports that are accessible to you.

After you have selected a report, the following functions can be performed:

View (Optional Field)	This option enables the user to view a report. To view the report, press **[Enter/Return]** to select the option, and then press **[Enter/Return]** again to access the report. Use the arrow keys to move through the report. To exit the report and/or select another option, press the **<F3>** key back to the RIOH window. To exit the RIOH window, press **<F3>** again. You will be returned to the option screen. Press **<F3>** again to access another option menu.
Print (Optional Field)	This option prints a report according to the previously selected options or default. After pressing **[Enter/Return]** to print the report, you will receive the message: **Report has been sent to printer.** You may select another RIOH option, or press the **<F3>** key to return to the menu.
PrintOpts (Optional Field)	The current "Destination" (designated printer) appears in this field. This option allows you to change the designated printer settings for your reports. The default printer setting is portrait. To change to a different print setup, press the **<F1>** key and bring up the choice list.

PrintOpts (Optional Field)—cont.	There are four page setup options for each printer: **"Your printer name" = portrait/wide** **"Your printer name_comp" = portrait/compressed** **"Your printer name_land" = landscape/wide** **"Your printer name_comp_land" =** **landscape/compressed** Select a new printer setting from this menu. If you do not see the name of your printer on the choice list, notify the JTA Help Desk at (916) 653-0202 for assistance with setting up your printer. After selecting a new destination, you will be prompted: **Do you want this to be your default printer Y/N?** To change the answer to **Y**, use the space bar to toggle the response. If **Y** is entered, reports will automatically go to this printer until changed again. The new designated printer will appear in the Destination field. If **N** is entered, your report will be sent to the printer for this session only. Your default printer will remain the same as before.
Copy (Optional Field)	This option copies the report to a new name within the report handler. If you select this option, another Report Handler window will appear. You will need to enter the name you wish to copy the report to. After you have entered the appropriate information; use the **<File>** key to save the report under this new name. This message will be displayed: **Report has been copied.**

Delete (Optional Field)	This option deletes the description of the report from the catalog and removes the cataloged report from the database. If you select this option, you will be prompted:
	Are you sure you want to delete? (Y/N) <u>Y</u>
Delete (Optional Field)—cont.	Respond with **Y** if you want to delete the report. To change the answer to **N**, use the space bar to toggle the response.
Export	This option is not available in the Stateside Reporting module.
Keep (Optional Field)	This is a display field. If you wish to change the number of days to keep this report, type in a number from **0** to **14** days.
Zmodem (Optional Field)	This option is used to transfer a file to a personal computer. Users must have the appropriate terminal emulation software to do this.
Catalog Date/Time (Display Field)	The system auto-generates the date and time. If several reports have the same name, the only way to distinguish between them is to check the date and time the report was generated. After completing all the entries, press the appropriate **<File>** key.

Chapter

4

PERS Print Expenditure Report Status

Option Screen Instructions

The PERS option screen generates the Print Expenditure Report Status report. This report provides an informational listing of all active subgrant/contracts and their current status in the JTA system. Information on this report is necessary to complete other option/entry screens and to track the progress of reports.

If you have questions concerning the information listed or not listed, contact either your Job Training Partnership Division (JTPD) program manager or your Management Information Systems (MIS) administrator.

PERS Print Expenditure Report Status	
Retrieve Existing Report, Enter (Y)es or (N)o	**N**
Sort by (S)ubgrantee or (G)rant Code	**S**
Program Type	**WW**
Subgrantee Code	**ABC**
Grant Code	**999**
Title (For other than JTPA, leave blank)	**__**
Report Revision Number (00 to 99)	**99**
Report Period End	**MM/YYYY**

Figure 3—PERS Option Screen Sample

Retrieve Existing Report (Y) = Yes or (N) = No (Required Field)	Type a **Y** to retrieve a report you previously saved on the Report Setup/RIOH windows. A choice list of accessible reports named earlier in the Report Setup window will appear. Select the report and press the appropriate **<File>** key. The RIOH window will open.

Retrieve Existing Report (Y) = Yes or (N) = No (Required Field)— cont.	If you do not want to retrieve a saved report (the default is **N**), just press **[Enter/Return]** and complete the remaining options. A saved report is only a "snapshot" of a report at the time you saved it and will not be automatically updated as new data is processed.
Sort by (S) = Subgrantee or (G) = Grant Code (Required Field)	Use this option to select how the report will be sorted by typing **S** or **G**; press **[Enter/Return]**. ➢ If you want to view all available grants, type **S** or **G** here and then skip the Subgrantee Code, Grant Code, and Title entries.
Program Type (Required Field)	When you enter a program type, this option checks your authority to view/enter/print information for various programs. (Example: The program type WW = [WtW] program and JT = [JTPA] program.) Use either the program type that appears, or select one by pressing the **<F1>** key, bringing up a choice list of the program types you are authorized to view.
Subgrantee Code	Your subgrantee code automatically appears here; press **[Enter/Return]**.
Grant Code (Optional Field)	Each line item (program) within a funding source of a subgrant/contract granted by the State is issued a three-digit JTA Grant Code. Type in a grant code or select one by using the **<F1>** key; this will bring up a choice list of accessible grant codes; press **[Enter/Return]**. Leaving this field blank will generate a report with all the available grant codes on the report. ➢ You can specify a range of grant codes to appear on the report by using one of the "conditional operators" in the choice list found by using the **<F14>** (**[Shift]** + **<F4>**) key.
Title (Optional Field)	This option is not used for WtW programs. This option is used by JTPA programs to narrow down reports by JTPA titles. (Example: If you are using the program type JT for JTPA programs and you want only Title II-A, Grant Code 220 on the report, type the Grant Code 220, Title II, and press **[Enter/Return]**.)

Report Revision Number (Required Field)	Each time a report is filed, the system assigns a sequential revision number from 00 (original report) up to 99. To select a specific revision, type in the number, then press **[Enter/Return]**. ➤ When you want to be sure that you are viewing the most current revision of a report, type in revision number 99, then press **[Enter/Return]**.
Report Period End (Required Field)	Type in the quarter ending month and year (MM/YYYY). After completing all of the entries, press the appropriate **<File>** key and complete the RIOH windows.

Report Descriptions

The PERS option screen generates the Print Expenditure Report Status report.

PERS User Name			Print Expenditure Report Status Subgrantee Name Reporting Period: 03/1998				Today's Date Time Report Ran		
Subgrant Contract Number	Grnt Code	YOA	Description	Subgrant/ Display End Date	Subgrant Grant Code Amount	Report (Rept) Revision (Rvsn) Number	Hold Prod	Recd/ Trans Date	Entry Date
G900000	111	1998	855 program	09/01/2000	$100.00	99	H	01/23/1998	01/23/1998

Figure 4—PERS Report Screen Sample

Subgrant Contract Number Column	Lists active approved subgrant/contracts by number.
Grnt (Grant) Code Column	Lists the JTA Grant Code assigned to each line item (program) within a subgrant/contract.
YOA Column	Lists the subgrant/contracts' Year of Appropriation (YOA). The YOA is always the first year in which the funds of a subgrant/contract became available. (Example: The Subgrant G700000 funds were available on the subgrant/contract beginning date of 7/1/96; the YOA is then "96" for the term of the subgrant, regardless of program year or fiscal year.)

Description Column	Provides a short description title for each line item within a subgrant/contract.
Subgrant/Display End Date Column	Indicates the ending date of each line item or subgrant/contract.
Subgrant Grant Code Amount Column	Indicates the current approved allocation amount of each line item within each subgrant/contract. Note: Allocation increases/decreases will not appear here until completion of the State's internal subgrant modification process and entry into the JTA system.
Rept (Report) Rvsn (Revision) Number Column	Lists each report's current revision number.
Hold/Prod (Production) Column	The letter **H** or **P** in this column indicates in which "table" the reports are currently stored. (A table is a block of specific stored information.) For the integrity of the system, error reports are stored separately in a "hold" table, apart from the permanent database. Every time you use the **<File>** key to enter information, the system runs various edit checks. If all the edits are passed, the report is then permanently stored in the "production" table. If the report does not pass the edits, it is temporarily stored in the hold table until corrected and refiled. *Please note:* Error reports stored in the hold table do not appear on the State's roll-up reports and cannot be considered as received until they have been corrected and/or revised and refiled successfully to the production table. It is *very important* to ensure that completed reports are listed as **P** (production) on the status report by their designated due dates. If you are having difficulty correcting reports, you can contact your JTPD program manager, your MIS administrator, or the JTA Help Desk at (916) 653-0202.

Recd/Trans (Received/Transferred) Date and Entry Date Columns	Indicates the date received and the date entered into JTA. Blanks indicate no report is on record in the JTA system for this reporting quarter. If you indicated previously that a report was either final or a closeout report, the word "Final" or "Closeout" will appear in these columns instead of a date.

Chapter

5

ESER Enter Summary of Expenditures

Option Screen Instructions

The ESER option screen generates the Enter Summary of Expenditure entry screens for entering and filing the quarterly expenditure reports. All fields require an entry. If there are no expenditures, or the expenditures are a total of zero, type **0**. You may not enter negative expenditures.

Various edits are performed as you make each entry and when an error is detected, an error message is displayed at the bottom of the screen. You may elect to correct the entry immediately, clear and exit the screen, or file the report to the hold table until it can be corrected at a later time.

ESER	Enter Summary of Expenditures
Subgrantee Code	<u>ABC</u>
Grant Code	<u>999</u>
YOA	<u>9999</u>
Report Period End	<u>MM/YYYY</u>
Rev Number	<u>99</u>

Figure 5—ESER Option Screen Sample

Subgrantee Code	Your subgrantee code automatically appears here; press **[Enter/Return]**.
Grant Code (Required Field)	Each line item (program) within a funding source of a subgrant/contract granted by the State is issued a three-digit JTA Grant Code. Type in a grant code or select one by using the **<F1>** key; this will bring up a choice list of accessible grant codes; press **[Enter/Return]**.

YOA (Required Field)	Enter the YOA. The YOA is always the first year in which the funds of a subgrant are available.
Report Period End (Required Field)	Type in the current reporting quarter ending month and year (MM/YYYY). The system will not allow you to file reports or revisions for prior reporting periods. However, you may begin filing the next quarter's reports before the beginning of the next reporting quarter.
Report Revision Number (Optional Field)	This number is auto-generated by the system. Each time a report is filed, the system assigns a sequential revision number from 00 (original report) up to 99. The system will allow up to 99 revisions of this report using the same quarter ending date until the next reporting quarter begins. ➢ To bring up a previously filed report for correction, enter the revision number of that report. Refer to the PERE Print Expenditure Report Exception for the revision number. After completing all the entries, press **[Enter/Return]**.

Report Entry Instructions

The ESER option screen generates the Enter Summary of Expenditure entry screens for entering and filing the quarterly expenditure reports.

Report Header Information	This information is auto-generated by the entries entered on the previous option screen. This section lists the Subgrantee Code and Name, Grant Code, and Project Name, and the Report Period information you entered on the previous option screen. ➢ Take a moment to verify that the correct grant code appears here before continuing.

Section I.	**Date Received (Required Field)**—Enter the current date (MM/DD/YYYY). The system auto-generates entries A through D from information entered on the ESER option screen.
Subgrant Information	
	A. Year of Appropriation
	B. Rev No.
	C. Subgrant/Contract Number
	D. Subgrant Term
	E. Total Allotment (Required Field)—Enter the total allotment (subgrant/contract allocation). You can find the allocation amounts on the PERS Print Expenditure Report Status report. If you leave this field blank, the report will be stored in the hold table. If the allotment amount entered is less than **0**, an error message "Amount cannot be negative" is displayed.
	F. Final Report (Y/N/C) (Required Field)—There are three options:
	1. The default is **N** = No; this is not a final report.
	2. **Y** = Yes; this is a final report. No more reports will be transmitted until closeout. (You may submit revisions, but mark them with **Y** also.)
	3. **C** (Closeout)—This is the electronic version of the official Closeout Report. If you select this option, you must also fill in the Total Cash Received field with the total cash drawn for this line item. The cash amount may not exceed the total expenditures. (You may revise the closeout reports, but be sure to mark them **C** also.)

Section II. *Cumulative Expenditures* *Section III.* *Cumulative Expenditures by Activity*	Please contact your JTPD program manager or refer to Information Bulletin WB99-16, *Quarterly WtW Reporting Requirements for Period Ending June 30, 1999*, for WtW instructions regarding WtW program entries in this section. Enter the expenditure amounts without dollar signs or decimals. The default is **0**. If the entry is **0**, just press **[Enter/Return]**. The system performs various edit checks on each entry you make. If the entry does not pass the edit, an error message will be displayed. You may elect to correct the entry immediately, clear and exit the screen, or continue and file the report to the hold table until it can be corrected at a later time.
Section IV. *Comments*	Enter any text comments.
Section V. *Signature/Phone Section*	Complete the signature/phone entries. Note: If reports need to be printed out for approval and/or signature before transmittal to the State, leave the Signature field blank and press the appropriate **<File>** key; this will temporarily store the report in the hold table. Exit the ESER entry screen and go to the PSER (Print Summary of Expenditure Report option screen); generate and print out the report. After approval, recall the report on the ESER option screen, complete the signature entries, and refile the report.
	Date Submitted—Enter the date the report was submitted to the State.

After completing all the entries, press the appropriate **<File>** key.

If the report passes all the edit checks, the following message will be displayed, indicating that the report has been transferred to the production table.

Transfer to WtW_12 Table successful.

Press any key to continue.

If the report does not pass all the edit checks, the following message will be displayed, indicating that the report has been transferred to the hold table. If your report is in the hold table, generate the PERE Print Expenditure Report Exceptions report to review the error messages.

Failed to transfer to WtW_12 Table. Press any key to continue.

ESER Enter Summary of Expenditures WtW Entry Screen Sample

ESER	Enter Summary of Expenditures	ADD

Subgrantee Code ___ **Full Subgrantee Name**
Grant Code ___ **Project Name**
Report Period: quarter beginning date to ending date

I.	**SUBGRANT INFORMATION**	
	Date Received	**00/00/0000**
A.	Year of Appropriation	**0000**
B.	Rev No.	**00**
C.	Subgrant/Contract Number	**0000000**
D.	Subgrant Term: From:	**00/00/0000**
	To:	**00/00/0000**
E.	Total Allotment	**999,999,999.99**
F.	Final Report (N/Y/C)	**!**
II.	**CUMULATIVE EXPENDITURES**	
A.	Total WtW Expenditures (Sum of IIB, IIC, and III 1-14)	**999,999,999.99**
	1. Total Required Beneficiaries	**999,999,999.99**
	2. Total Other Eligibles	**999,999,999.99**
B.	Administration	**999,999,999.99**
C.	Technology/Computerization	**999,999,999.99**
III.	**CUMULATIVE EXPENDITURES BY ACTIVITY**	
	Total Expenditures by Activity (Sum of 1-14)	**999,999,999.99**
	1. Community Services	**999,999,999.99**
	2. Work Experience	**999,999,999.99**
	3. Public Job Creation	**999,999,999.99**
	4. Private Job Creation	**999,999,999.99**
	5. On-the-Job Training	**999,999,999.99**
	6. Job Readiness Vouchers	**999,999,999.99**
	7. Job Readiness Contracts	**999,999,999.99**
	8. Job Placement Vouchers	**999,999,999.99**
	9. Job Placement Contracts	**999,999,999.99**
	10. Post-Employment Vouchers	**999,999,999.99**
	11. Post-Employment Contracts	**999,999,999.99**
	12. Job Retention Services and Supportive Services	**999,999,999.99**
	13. Individual Development Accounts	**999,999,999.99**
	14. Intake, Assessments, Eligibility Det. & Case Management	**999,999,999.99**
IV.	**OTHER REPORTABLE ITEMS**	
A.	Nonfederal Match	**999,999,999.99**
B.	In-Kind Match	**999,999,999.99**
C.	Unliquidated Obligations	**999,999,999.99**
D.	Program Income Earned	**999,999,999.99**
E.	Program Income Expended	**999,999,999.99**
F.	Total Cash Received	**999,999,999.99**

V. Comments

Name	Title	Phone Number	
Contact Name	Contact Title	Contact Phone	Date Submitted

PERE Print Expenditure Report Exceptions

Option Screen Instructions

The PERE option screen generates the Print Expenditure Report Exceptions report. This report provides a listing of the exception error messages for reports temporarily stored in the hold table. In order to complete the reporting process, all error messages will need to be corrected and the reports refiled on the ESER entry screen.

PERE   Print Expenditure Report Exceptions

Retrieve Existing Report, Enter (Y)es or (N)o	**N**
Sort by (S)ubgrantee or (G)rant Code	**S**
Program Type	**WW**
Subgrantee Code	**ABC**
Grant Code	**999**

Figure 6—PERE Option Screen Sample

Retrieve Existing Report (Y)es or (N)o (Required Field)	Type **Y** to retrieve a report you previously saved on the Report Setup/RIOH windows. A choice list of accessible reports named earlier in the Report Setup window will appear. Select the report and press the appropriate **<File>** key. The RIOH window will open. If you do not want to retrieve a saved report (the default is **N**), just press **[Enter/Return]** and complete the remaining options. ➢ A saved report will not be automatically updated and is only a "snapshot" of a report at the time you saved it.

Sort By (S) = Subgrantee or (G) = Grant Code (Required Field)	Use this option to select how the report will be sorted by typing **S** or **G**; press **[Enter/Return]** . If you want to view everything, type **S** or **G** here and skip the Subgrantee Code, Grant Code, and Title entries below.
Program Type (Required Field)	This option checks your authority to view/enter/print information in various programs. (Example: WW = WtW programs and JT = JTPA programs.) Use either the program type that appears or select one by pressing the **<F1>** key to bring up a choice list of the program types you are authorized to view. After you have made your selection, the following functions can be performed.
Subgrantee Code	Your subgrantee code automatically appears here; press **[Enter/Return]**.
Grant Code (Optional Field)	Each line item (program) within a funding source of a subgrant/contract granted by the State is issued a three-digit JTA Grant Code. Type in a grant code or select one by using the **<F1>** key; this will bring up a choice list of accessible grant codes; press **[Enter/Return]**. Leaving this field blank will generate a report with all the available grant codes on the report. You can specify a range of grant codes to appear on the report by using one of the "conditional operators" in the choice list found by using the **<F14>** (**[Shift]** + **<F4>**) key. After completing all the entries, press the appropriate **<File>** key and complete the RIOH windows.

Report Descriptions

Completing the PERE option screen generates the Print Expenditure Report Exceptions report.

If there are no error reports for the report period entered, the following message will be displayed:

No records found.

If you have questions concerning the information listed or not listed, you can contact your JTPD program manager, your MIS administrator, or the JTA Help Desk at (916) 653-0202.

If there are any error reports residing in the hold table from any report period, the following report will appear:

PERE		Print Expenditure Report Exception		Today's Date
Your logon name		**Your Subgrantee Code**		**Current Time**
Subgrant Contract No.	**Grnt**	**YOA**	**Rept_prd**	**Rept_revsn_num**
G9000000	123	1998	09/30/1998	00
--------------------------------Error message--------------------------------				

Figure 7—PERE Report Screen Sample

Listed below are the explanations of possible error messages and suggested solutions:

Form type must be X for WtW 12.

This error or any like it means that this grant code is on the wrong form. Contact your MIS administrator.

?? Error finding subgrnt_contr_num.
Contact the system administrator.

You have entered either the incorrect YOA or grant code. Contact your MIS administrator.

> **Total Expenditures do not match control total.**

Ignore this message. The JTPD JTA administrator will correct this system error.

> **Closeout report needs approval.**
>
> **Report needs approval after Year End Processing Date.**

This report is pending review and approval by the State.

> **Total subgrant amount (>or<) total allotment**

You have entered a Total Allotment (allocation) amount on the Expenditure Report that is greater (>) or less (<) than the approved allocation currently on record in JTA. If you submitted a modification request or received notification of an increase/decrease, which is not in the system, contact your JTPD program manager.

> **Total expenditures > total subgrant**

You have entered a Total Expenditure amount that is greater (>) than the approved subgrant/contract allocation amount currently listed in JTA. If you submitted a modification request or received notification of an increase/decrease, but it is not in the system, contact your JTPD program manager.

> **Record to be inserted into jtpa_12**
>
> **does not have the latest rpt_prd.**

Expenditure reports can only be revised up to the beginning of the next report period beginning date. Contact the JTA Help Desk at (916) 653-0202 for assistance.

Chapter

7

PSER Print Summary of Expenditures Report

Option Screen Instructions

Completing the PSER option screen generates the Print Summary of Expenditures report. This option retrieves any previously entered expenditure report from either the production or hold tables and provides view/print capabilities. Refer to the ESER samples for report layouts. It is recommended that you use the compressed (comp) print option.

PSER Print Summary of Expenditures	
Retrieve Existing Report, Enter (Y/N)	**N**
Retrieve from Temporary Area? (Y/N)	**N**
Subgrantee Code	**ABC**
(S)umm or (I)ndiv	**I**
Grant Code	**999**
(S)umm or (I)ndiv	**I**
YOA	**9999**
Report Revision Number	**99**
Report Period	
Begin	**MM/YYYY**
End	**MM/YYYY**
Date Transmitted	**Not Used—Leave Blank**

Figure 8—PSER Option Screen Sample

Retrieve Existing Report (Y) = Yes or (N) = No (Required Field; Default Is N)	Type **Y** to retrieve a report you previously saved on the Report Setup/RIOH windows. A choice list of accessible reports named earlier in the Report Setup window will appear. Select the report and press the appropriate **<File>** key. The second RIOH window will open.
	If you do not want to retrieve a saved report (the default is **N**), just press **[Enter/Return]** and complete remaining criteria options.
	➢ A saved report will not be automatically updated and is only a "snapshot" of the report at the time you saved it.
Retrieve from Temporary Area? (Y/N) (Required Field; Default Is N)	To ensure the integrity of the database, the system runs various edit checks each time a report is filed. If all the edits are passed, the report is permanently stored in a production table. If the report does not pass the edits, it is stored in a hold table until corrected and refiled. This option allows you to indicate which tables the system will use to retrieve the reports.
	The default is **N** (No); press **[Enter/Return]**. If you enter **N** in this field, only reports from the production table will be retrieved. (Example: If the last correctly filed report was in the previous quarter, and the current quarterly report has errors, only the previous quarterly report will be retrieved.)
	If you answer **Y** (Yes) in this field, the system retrieves the most current report regardless of which table the report is stored in (production or hold) or what errors appear on the report.
	When the report appears, check the report period date field to verify that you retrieved the correct report or scroll down to the bottom of the report and check the Date Submitted field. The date submitted should be within the range of the Report Period Date you have entered. If it is not the report you requested, scroll through the screens to the last line of the report and note where the reports are stored: production, hold, or production and hold.
	Exit the report and return to the option screen. Answer **Y** (Yes) to "Retrieve from temporary area?" Reenter the same criteria options as you did the first time and recheck the report period date field to verify.

Subgrantee Code	Your subgrantee code automatically appears here; press **[Enter/Return]**.
(S) = Summary or (I) = Individual (Required Field; Default Is I)	You may only view reports that match your subgrantee code; only individual reports may be selected.
Grant Code (Optional Field)	Each line item (program) within a funding source of a subgrant/contract granted by the State is issued a three-digit JTA Grant Code.

Type in a grant code or select one by using the **<F1>** key; this will bring up a choice list of accessible grant codes; press **[Enter/Return]**. Leaving this field blank will generate a report with all the available grant codes on the report.

You can specify a range of grant codes to appear on the report by using one of the "conditional operators" in the choice list found by using the **<F14>** (**[Shift]** + **<F4>**) key. |
| *(S) = Summary or (I) = Individual (Required Field; Default Is I)* | Enter **S** or **I**. Indicates whether the report is to be generated either as one summary report using multiple grant codes or as one of several individual reports for the grant codes entered. |
| *YOA (Required Field)* | Lists the subgrant/contracts' YOA. The YOA is always the first year in which the funds of a subgrant are available.

(Example: The Subgrant G900000 funds were available on the contract beginning date of 7/1/98; the YOA is "98" for the term of the subgrant, regardless of program year or fiscal year.) |
| *Report Revision Number (Required Field)* | Each time a report is filed, the system assigns a sequential revision number from 00 (original report) up to 99. To select a specific revision, type in the number and press **[Enter/Return]**.

➢ To ensure the most current revisions appear on the report, type in the revision number **99** and press **[Enter/Return]**. |

Report Period (Required Field)	**Begin**—Enter the beginning date of the subgrant/contract. **End**—Type in a quarter ending month and year (MM/YYYY). The JTA system expenditure calculations are based on time. (Example: If you have a subgrant/contract that begins on 9/30/98, and this is the reporting quarter of March, enter the beginning date of 9/1998, and the report period end date of 3/1999. The system will return the correct cumulative totals of the subgrant up to the current quarter.) *Important:* If you use any beginning date after the start of the subgrant/contract and/or any date lesser than any of the reporting quarters, the system will only calculate the expenditure amounts between those dates. (Example: To find the amount of expenditures between 09/1998 and 12/1998, enter those dates. You will retrieve a report showing amounts expended between those dates. If you want to find the amount of expenditures from the start of the subgrant through a specific quarter, use the correct beginning subgrant date and the quarterly reporting end date.) After completing all the entries, press the appropriate **<File>** key and complete the RIOH windows. If there are no reports stored in either table for the report period entered, the following message will be displayed: **No records found.** This option retrieves any previously entered expenditure reports from either the production or hold tables and provides view/print capabilities. Refer to the ESER samples for report layouts. It is recommended that you use the compressed (comp) print option.